

MEMORANDUM FOR: All NOAA Employees

FROM: R. J. Dominic
Director, Finance Office/Comptroller

SUBJECT: Travel Advisory 00-7

We have received the following "Flash Travel Advisories" from GSA:

**FLASH
TRAVEL ADVISORY
Potential Airline Strike – Spring 2001**

There is the potential for one or more airlines being involved in a strike or work stoppage during the period early spring to summer 2001. With the Federal Government having 93,000 employees on travel on any business day, there will certainly be travelers with questions on what to do. While we are optimistic that a strike will not occur, GSA's Office of Governmentwide Policy wants to help with a few tips on easing the burden of traveling during this unstable period.

The four major airlines that may or may not strike are:

American Airlines (AA)
Delta Airlines (DL)
Northwest Airlines (NW)
United Airlines (UA)

What happens if the Government city-pair carrier that I planned to use is on strike?

Section 301-10.107 of the Federal Travel Regulation (FTR) lists exemptions to use of the city-pair contracts. Cancelled flights due to a strike is significant enough to allow use of one or more of the exemptions from use of a non-contract airline or alternative transportation as determined by your agency.

What other advice can you give me?

- Make travel plans early – do not wait until the last minute
- Be flexible – have a backup plan.
- Have travel agency (Travel Management Center (TMC), Commercial Travel Office (CTO), etc.); airline and other emergency phone numbers ready for easy reference.

- Ask your agency travel agent (TMC, CTO, etc.) to issue you a paper ticket in lieu of e-ticket if you are ticketed on one of the potential striking airlines – only paper tickets can be exchanged with other airlines. Additional costs may be charged to your agency by the agency travel agent (TMC, CTO, etc.) for the issuance and mailing of a paper ticket.
- Check arrival/departure times frequently – call airlines prior to leaving home or hotel.
- Check in early at the airport in case of last minute delays or cancellations – you may have better luck in re-scheduling at airport.
- Be prepared to use an alternative method of transportation (e.g., northeast corridor travelers can use a rail carrier to Philadelphia, NYC, etc.).
- Advise your agency, before you travel, that you may incur additional costs if a strike occurs while in a travel status (i.e., lodging, non-contract airfares, etc.).
- Postpone travel if not mission essential.
- Use an alternative to traveling, such as teleconferencing, or conference calls.
- Be aware of all the airlines that serve your destination. You may need to use a non-striking one.

FLASH
TRAVEL ADVISORY
Energy Surcharges for Lodging Facilities
in the State of California

We have been advised that lodging facilities in the State of California have begun adding an energy surcharge to their daily room charge. This is to advise all Federal travelers and paying offices that such energy surcharges, in the State of California, are fully reimbursable as a miscellaneous travel expense under the provisions of 41 CFR 301-12.1 (Federal Travel Regulation (FTR))

Please call Pat Oliver or Rachael Wivell in the NOAA Travel Office on (301) 413-3060 if you have any questions.